

Request for Offers (RFO) Addendum

RFO Number: RFO0154

Addendum Number: 1

Date of Addendum: October 24, 2016

Original Posting Due Date, Time: November 3, 2016 at 2:00 PM

Revised Due Date, Time: N/A

Title: MNLARS Scrum Master

SCOPE OF ADDENDUM

The following are changes to the RFO: posting questions and answers.

Question 1. Can you explain the relationship of the requested SM's on this RFO154 to the previously procured SM's on RFO093?

Answer 1. These positions are replacements and new positions.

Question 2. Are there any incumbents for the SM positions identified in RFO0154?

Answer 2. There are no incumbents. Former contractors and contractors on short term contracts may compete for these positions.

Question 3. What is the total budget limitation of this RFO?

Answer 3. The state chooses not to respond.

Question 4. Kindly confirm about the mode of interview? What will be the interview type of the selected candidate? Skype, telephonic or in-person?

Answer 4. In Person is preferred. Phone is acceptable.

Question 5. Please let me know if we are able to submit more than 1 candidate?

Answer 5. From the RFO: Proposal Submission Instructions

- **Vendor is limited to submission of 3 resumes/candidates in response to the Request for Offers – Each submission should be made as a separate email.**

To be explicit, vendors may submit 1, 2 or 3 candidates.

Question 6. What is the location of the work? Please confirm about the work location of this project? Can the work be performed off-site or remotely? If it can be performed off-site or remotely, what would be the percentage?

Answer 6. Work is on site at 445 Minnesota Street in St Paul.

Question 7. What are the no. of positions?

Answer 7. Please read the RFO

Question 8. How many candidates can we submit?

Answer 8. Please read the RFO; see answer 5

Question 9. What is evaluation criteria?

Answer 9. Please read the RFO

Question 10. What are the required documents for submission?

Answer 10. Please read the RFO

Question 11. What is the period of performance?

Answer 11. Project is expected to end in the first quarter of calendar year 2018.

Question 12. What are the mandatory requirements for the candidate?

Answer 12. Please read the RFO

Question 13. What are the desired Skills?

Answer 13. Please read the RFO

Question 14. Is there any Candidate Reference Required (yes/no), If yes – any specific template?

Answer 14. Per the RFO - Also include the name of 2 references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed. We do not have a specific template, but provide the information requested.

Question 15. Could you explain in more detail how payment by sprint will work? From our reading of the "Deliverables Based Contract" section of the request, we would expect to bill 2 sprints per month, except for 2 months when we would bill for 3 sprints. Would we bill a standard 77 (2000/26) hours per sprint, regardless of the hours actually worked by the Scrum Master, or would we bill the actual hours worked for each sprint, without exceeding the contracted 2000 hours for all 26 sprints?

Answer 15. Each sprint will be priced the same. Sprint costs are fixed and not hourly. Payment will be based on acceptable performance and completion of each sprint. You are correct on the billing frequency.

Question 16. Can we submit non locals for this role?

Answer 16. Submit the best candidates available.

Question 17. Is Certification in Scaled Agile Framework (SAFe)? Or can we submit someone with SAFe experience and no certification?

Answer 17. This is listed in the Desired Skills

Question 18. Do the mandatory qualifications of 5 years of Scrum Master experience and 3 years of Scrum Master experience in a multi-scrum team environment for one or more large enterprise project(s) (project budget in excess of 2 million dollars per project) have to be mutually exclusive? Does a candidate need a total of 8 years of experience or can the 3 years requirement be embedded in the 5 years of Scrum Master experience?

Answer 18. They may overlap.

Question 19. Would you consider moving the contract to time and materials bidding/invoicing versus sprint invoicing? The sprint invoicing method has had some challenges in the invoicing and tracking process when a consultant takes a few days off during a sprint?

Answer 19. This will a deliverable based contract.

Question 20. We were wondering if this might be the one for Susan Rohde's group?

Answer 20. As stated in the RFO, this is for the MNLARS project.